



eLearning ACUMEN

March 2019

a newsletter from the Office of Online Learning at MSUM

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Loss of a Beloved Colleague

We are dedicating our Online Learning spring newsletter to our dear colleague, Jane Melander.

In January, our Online Learning Team unexpectedly lost a very dear colleague of ours, Jane Melander.

We want to thank the MSUM Dragon Family for your kindness and compassion during this time as many of you reached out to our team through e-mails, phone calls, cards, visits and attending the prayer service or funeral to support family, Jane's colleagues, and us.

Your thoughtfulness and #MSUMHeart was noticed and very much appreciated. Jane was a strong and relentless advocate for the needs of all learners. She reminded all of us that many of our learners had challenges



She was always wanting others to be okay and lived and breathed our MSUM core values daily of #MSUMGrit, #MSUMHumility, and #MSUMHeart.

with the processes, procedures, and technologies in use. She constantly incorporated Universal Design for Learning principles and spoke up for those that had unmet needs preventing them from being successful in their educational goals. Many examples come to mind:

- ❖ Jane was instrumental in getting the [Course Online Presence Policy](#) conceptualized, written, and passed. All students benefit from a consistent place to find the most important information regarding the courses they take. This policy made that ideal a reality and has drastically reduced the number of calls IT gets from students wondering why their course isn't listed in D2L Brightspace.

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- ❖ Jane had a constant eye on Accessibility and led the efforts on the MSUM campus to not only make us aware of the laws but also help us improve the processes, procedures and technologies we use. There were many times she spoke softly, but powerfully, with only a few words that helped others realize a different course of action was necessary. For example: *Have we reviewed the VPAT for this software? Does it work with a screen reader? Is that form accessible?* Jane was a strong advocate for the underrepresented. Her empathy for others led her to be an advocate for accessibility and inclusivity in support of all students. She was a co-founder of the campuses digital accessibility committee (UDLDAC).
- ❖ Jane had many other contributions that included the following: steward for MAPE where she wanted to make sure all MAPE members were well represented and were aware of their rights as employees, member of the Anti-Bullying task force at MSUM, she served as a connection to System-level initiatives, including serving for multiple years on the D2L Connection planning committee, and she represented MSUM as she presented at various ID/IT conferences across the state and US on topics such as instructional technology and accessibility.

Jane will be remembered for her strong work ethic. Her work in support of faculty and students demonstrated her commitment to excellence; she **never** cut corners. The Online Learning Team will always remember these memories along with many others. Jane will forever live in our hearts. She was always wanting others to be okay and lived and breathed our MSUM core values daily of #MSUMGrit, #MSUMHumility, and #MSUMHeart.

*In Loving Memory of our colleague, Jane Melander,
Lisa Karch
Interim Dean of Graduate & Extended Learning*

The Online & Continuing Education Committee

The Online & Continuing Education Committee was created a year ago and started meeting Spring 2018. This committee discusses and makes recommendations on issues related to 1) online learning and programming and 2) customized instruction and continuing education. It provides a collaborative forum for reviewing issues related to providing quality online education and extended learning opportunities, ensuring a supportive structure for faculty and staff who serve this population of students, policies, and budget, including strategic planning for online and extended learning.

Please reach out to the committee members or co-chairs should you have items that you would like the committee to explore and discuss.

Committee chairs:

Administrator Co-Chair: Lisa Karch, Interim Dean, Graduate & Extended Learning, lisa.karch@mnstate.edu
Faculty Co-Chair: Tim Harms, IFO Rep for CSHE, harms@mnstate.edu

Committee members:

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D2L Brightspace Updates

By *Brandyn Sauer*

The MSUM Online & Continuing Education Committee

approved the following two changes to D2L Brightspace that will benefit students as they complete their courses.

1. **Draft Discussion Posts:** You and your students can now save discussion posts in "Draft" status. This allows the author to begin composing a discussion post, save it as a draft, refine it later, and post it when ready. The button to "Save as Draft" is directly to the right of the "Post" button at the bottom of the screen when composing a new discussion post. The "Save as Draft" option is not available when replying to another post.

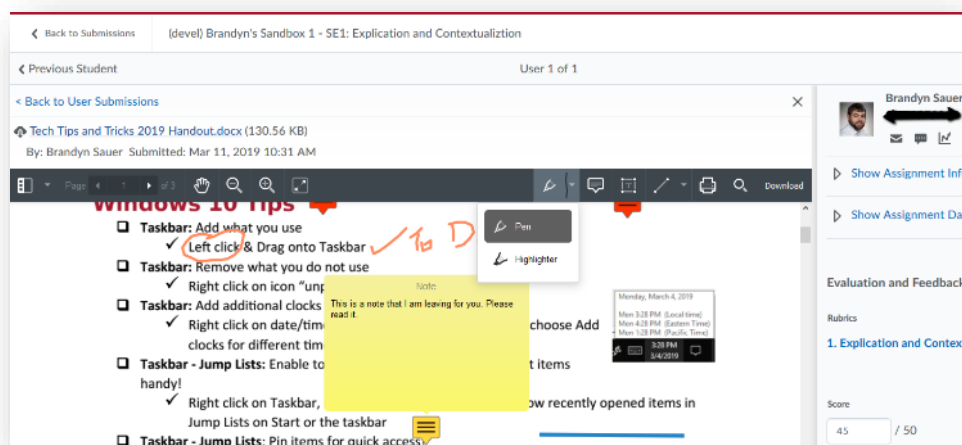
Note: Instructors cannot view a student's discussion post if it is in draft status.

2. **View Class Progress:** Students can now see their progress in a course by using the Class Progress tool. This tool is located under the Assessments drop-down menu. It provides a summary of items accessed, work completed, and a big picture look at where a student stands in a class. Previously, this tool was only available to faculty. Students only see their specific work and not the progress of others in the class.

Both of these features were enabled before the start of the Spring 2019 semester and are available for use.

Annotate Papers in D2L Brightspace!

The D2L Brightspace update on 3/21/19 includes the ability to annotate papers submitted to the Assignments folder (*previously called Dropbox*) tool. This feature could dramatically change your paper grading/markup practices for the better. We encourage you to try it out and submit questions or feedback to support@mnstate.edu.



Pre-release Video: <https://www.youtube.com/watch?v=g4qJh6AQ3ZI>

Captioning Services Available for Academic Media

By Jane Melander

Do you use video or audio content in your courses? If so, are you working on a plan to get them captioned?



This may sound like a daunting task. However, we have good news! MSUM has a procedure and funding in place to assist you in captioning your academic videos.

What's the payoff? All of your students will benefit--no matter their ability. Plus, it starts us on the path to bring MSUM in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. As an added incentive, you could include a goal in your PDP to caption your academic videos.

Q1. Which videos should be captioned?

A1. Ideally, all of your academic videos should be captioned, but where to start? You could caption any new videos you are adding this semester and move forward from there. Or, you could caption those videos that you use every semester. This might be a good time to review the videos you currently have and decide whether they are still needed or could use a refresh.

Q2. How do I request captioning services for my academic videos?

A2. Send an e-mail to support@mnstate.edu to request captioning services.

Q3. Can I caption the videos myself?

A3. Yes! If you host your videos on Kaltura MediaSpace, you have the ability to use Kaltura's auto-captioning feature. Remember, your results may vary depending on audio quality and other factors. You will need to update the auto-captions to fix any errors. However, we have heard reports from some faculty that the auto-captioning yielded good results and required just minor editing. If you try the auto-captioning and find it yields poor results that would require a lot of editing, you can request captioning services. Send an e-mail to support@mnstate.edu if you would like to learn how to use the auto-captioning feature and edit your captions Kaltura MediaSpace.

Q4. I've never had a deaf or hard of hearing student in my class. Isn't taking care of accommodations good enough?

A4. Being proactive and taking a universal learning approach helps everyone in the long-run. For one, it reduces the last-minute scramble to meet an accommodation request. Also, studies have shown that captioning helps those with cognition issues and to overcome environmental issues (e.g., watching in a noisy room or in locations where the sound may be distracting to others). Captions can also be used as a learning aid in those cases where the speaker has an accent, the student needs to learn difficult terms, and for non-native English speakers.

Q5. Who is in charge of the captioning initiative at MSUM?

A5. The Captioning initiative is spearheaded on campus by the Universal Design for Learning & Digital Accessibility Committee (UDLDAC).

Q6. Who can I contact for more information?

A6. Send an e-mail to support@mnstate.edu.

QM Corner: Using a Course Map to Meet SRS 2.4

By Catherine Artac

Specific Review Standard 2.4 is often one of the more difficult QM standards to meet. However, this task can be made simpler with the use of a Course Map. A Course Map can help you to both textually and visually represent the relationship between your course-level learning objectives, unit-level objectives, learning materials, and assignments & assessments.



Specific Review Standard 2.4 The relationship between learning objectives or competencies and learning activities is clearly stated.

When used during the course design & development process, a Course Map can help you to be intentional about your choices, ensuring you are achieving full alignment among the critical components of your course. Alignment means that each component of your course (readings, videos, discussions,

quizzes, projects, exams, papers, etc.) are all purposefully chosen and placed in the course in such a way that they guide students toward achieving the desired outcomes of the course (course-level learning objectives).

So what's a Course Map?

A course map is a matrix, or table, that identifies learning objectives and the components chosen to support achievement of those objectives (i.e. readings & assignments). It also includes the assessments used to determine if students have achieved those objectives. Take a look at this example of a [Course Map](https://bit.ly/2RdoiWV) (<https://bit.ly/2RdoiWV>).

Additionally, check out these videos to see how other universities tackle SRS 2.4:

- Western Kentucky University: [QM SRS 2.4 Example](https://youtu.be/oLHEC5VHT8A) (<https://youtu.be/oLHEC5VHT8A>)
- Davenport University: [QM Showcase Standard 2.4](https://youtu.be/8YOyOF1Jkus) (<https://youtu.be/8YOyOF1Jkus>)

For questions about QM, or assistance in creating a Course Map, contact the Office of Online Learning.

Professional Development Picks

On-Campus Workshops & Sessions

❖ Integrating Library Services into D2L Brightspace

Friday, April 24th at 3 pm in LI 124

Don't miss your colleagues, Travis Dolence and Pam Werre, as they walk through *Integrating Library Services into D2L Brightspace*, another session from the Office of Online Learning in collaboration with the Faculty Development Center. Each attendee will leave with knowledge of Library resources and a handout.

❖ Lynda.com Intro & Training Session

Tuesday, April 16th at 8 am in CB 105 and online via CMS/ACANO

During this session, you will get to meet Joe from Lynda.com to do hands on training and cover: What is Lynda.com; How to access it; What's in the Lynda Library; How to make a playlist; How to request a custom play list to be made for a course, your department, or office; and more!

QM Workshops

❖ Applying the QM Rubric (APPQMR)

May 21 - June 4, 2018

This online, asynchronous workshop is QM's flagship workshop. It is intended for those who wish to gain a deeper understanding of the QM Rubric and process of course review.*

❖ Improving Your Online Course (IYOC)

May 21 - June 4, 2018

The IYOC is an online, asynchronous workshop. It explores the QM Rubric, examining the essential specific review standards. Participants come away with a plan for course improvement. **Prerequisite:** must have an existing online course to examine during the workshop *

*Email onlinelearning@mnstate.edu to get registered!

Already taken both the APPQMR and the IYOC? Additional QM Workshops may be available to meet your needs. Email onlinelearning@mnstate.edu to find out more!

Minnesota Online Quality Initiative (MOQI) Webinar Schedule Spring 2019

MOQI webinars are free and open to all Minnesota State faculty & staff, but do require pre-registration (see link below).

* All webinars begin at **12:00 p.m. (CST)**.

❖ [Accessibility, UDL, and You](#)

March 27, 2019* *register online:* <https://bit.ly/2U5LO9w>

❖ [D2L Brightspace Introduction - Content and Navigation](#)

April 17, 2019* *register online:* <https://bit.ly/2BVzTEp>

❖ [D2L Brightspace - Groups and Discussion Boards](#)

April 3, 2019* *register online:* <https://bit.ly/2IGb4lC>

❖ [Kaltura Capture and MediaSpace for Recorded Lectures](#)

April 24, 2019* *register online:* <https://bit.ly/2ToaG62>

❖ [D2L - Intelligent Agents & Release Conditions](#)

April 10, 2019* *register online:* <https://bit.ly/2EkSF8B>


OLC Workshops

Multiple workshops on a variety of topics related to online course design & delivery are offered throughout the year by the **Online Learning Consortium (OLC)**. Email onlinelearning@mnstate.edu to find out what options are available!

Office of Online Learning

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

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 support@mnstate.edu

 @MSUM_Online

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