

ID&D NEWSLETTER

Spring 2021

Newsletter Highlights:

- Syllabus: SU Course Related Policies and Resources
- Inclusive Access
- Welcome Letter to Students
- Using Groups for In-Person Sign-up
- Zoom for Remote Virtual Instruction
- Instructional Software Updates (MyClasses, Panopto, Turnitin and more)
- Faculty Learning Communities
- Maryland Open Source Textbook OER Grant Program Call for Proposals

Please Note:

If you experience problems with any of the links in this newsletter, please send an email to suidd@salisbury.edu.

START OF THE SEMESTER INFORMATION

Instructional Design & Delivery: Office Operations

Instructional Design & Delivery will continue to telework for the Winter and Spring 2021 sessions. Faculty and staff are invited to drop-in our [ID&D Virtual Office Hours](#), Monday through Friday 8 a.m. to 4:30 p.m.

ID&D Extends [Virtual Office Hours](#) to 7 p.m. January 19-21

ID&D will be willing to meet faculty on campus based on appointments. For in-person meetings, please email your [Instructional Designer liaison](#).

The faculty development studio, located in the Academic Commons room 221, is accessible to all faculty via their GullCard as well as the recording room in AC 221B. The lightboard recording room (AC 221A) is accessible via GullCard to any faculty member who completes or has completed the [Lightboard training](#).

Need Help? Use the ID&D Support Center

Login to the [ID&D Support Center](#) to submit a support ticket.

Faculty can also receive assistance by:

- Search the [ID&D Knowledgebase](#) for instructional software how-tos and pedagogical best practices.
- Phone – Any voice message will be sent as an audio file via email.
- Email – Email requests for help will be converted to an ID&D Support ticket based on the content of the email.

To help manage workload, the ID&D Support Center help requests will be evaluated first, then email and phone messages by faculty and staff.

Stay informed: Follow us on [Twitter @SU_IDD](#)



Syllabus: SU Course Related Policies and Resources

Need the most recent Turnitin Statement? Want to direct students to the Disability Resource Center or Center for Student Achievement with the most up to date information? Need the most recent SU COVID related policies for the Fall semester? We have you covered.



All [SU Course Related Policies and Resources](#) have been moved to a central website under Academic Affairs. The SU Course Related Policies and Resources will continue to be updated with relevant information as changes are made.

All courses in MyClasses have a link to the SU Course Related Policies and Resources automatically added to their course menu. **ID&D recommends removing any versions of the previous Salisbury University Policies and Resources page in courses to avoid conflicting information or confusion.**

Suggested addition to your syllabus:

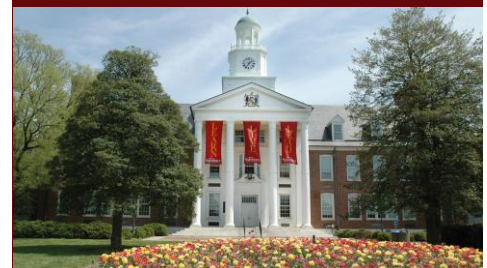
University Course-Related Policies: Salisbury University expects that all students have read and understand all of the [Course-Related University Policies and Resources](#) and thereby agree to honor these standards. Important course-related policies and resources includes, but are not limited to:

- COVID related return to campus information
- Course registration add/drop/withdraw period
- Academic misconduct policy,
- University resources such as the SU Libraries, Disability Resource Center, Center for Student Achievement and University Writing Center.

The [INSERT ACADEMIC DEPARTMENT/UNIT] considers academic misconduct as a serious offense and ALL incidences are subject to disciplinary action including, but not limited to, separation from the University.

Important Start of the Semester Dates:

- January 11-15: Send Welcome Letter to students
- January 18: Courses available to students for Spring Regular and Spring 7 Week 1 Courses (If published by Instructor)
- January 25: Spring Regular and 7 Week 1 Sessions Begin!
- February 3: Student Inclusive Access Opt-Out Deadline



- March 8: Send Welcome Letter to students for Spring 7 Week 2 Session
- March 15: Courses available to students for Spring 7 Week 2 Courses (If published by Instructor)
- March 22: Spring Regular and 7 Week 2 Sessions Begin!
- March 24: Student Inclusive Access Opt-Out Deadline

Inclusive Access

Inclusive Access is a program that connect students with discounted eBooks, publisher content access codes, and other Open Education Resources through an integration with MyClasses. It is a partnership between the SU bookstore, textbook publishers, RedShelf (our partner that enables the connection through an integration tool in MyClasses), and Instructional Design & Delivery.

There are two types of Inclusive Access (eBook and Courseware). Courseware includes publisher created activities and content. Faculty who are using Inclusive Access are responsible for:

- Obtaining pertinent information from the Bookstore (such as textbook price) related to Inclusive Access. Typically, this is sent via an email from Lisa Gray in the Bookstore.
- Instructors using Courseware should work with the publisher representative to setup their course in the publisher site and integrate with their MyClasses course.
- Faculty planning to combine course sections should [fill out the MyClasses Course Combine Request form](#) by January 14, 2021.
- Add Required Course Materials link to your MyClasses course menu, import Inclusive Access information and modify for your course. Please see ID&D's [Inclusive Access & Publisher Integration Setup](#) and follow the Workflow at the bottom of the page.

The [Spring 2021 Important Dates for IA](#) guide provides important access and opt-out dates that must be communicated to students. Faculty would modify these dates in the Required Course Materials and Opt-Out Instruction pages which can be imported into a course from the Canvas Commons.

Using the Canvas Commons to Import Resources

Looking for a resource to add to your course? ID&D and other campus partners have provided various learning objects for you to import into your course from the Canvas Commons. Examples include:

- Inclusive Access Required Course Materials and Opt-Out instructions for eBooks and various publishers
- Student Access to Zoom Tutorial and best practices
- Student Using Respondus LockDown Browser and Monitor instructions
- Student instructions for Submitting a Panopto Recording as an assignment
- SU Libraries:
 - Module on Sources: Searching, Evaluating & Integrating
 - Module on SU Libraries Research Skills Tutorial

For more details review our [Canvas Commons article](#).

Welcome Letter to Students

Many Faculty who have taught online or hybrid courses in the past, have used a Welcome Letter to introduce the course to their students. All faculty are encouraged [to send a Welcome Letter using the Email Class Forums](#) to introduce [their course modality](#) (in-person, hybrid, remote or online) to their students **by January 15, 2021**.

Need help getting started? ID&D and faculty across campus will be providing examples in the Files/Welcome Letter folder in the Faculty Senate – COVID Instruction and Town Hall site in MyClasses.

Using Groups in MyClasses for In-Person Attendance Sign-up

Dr. Kathleen Shannon in collaboration with Instructional Design & Delivery has developed a method for scheduling which students will attend in-class meetings in accordance with classroom COVID capacities using Groups within MyClasses. Please see the [Using Groups to Assign In-Class COVID Capacity Attendance](#) in the Faculty Senate - COVID Instruction and Town Hall site in MyClasses or [ID&D's Video Tip](#) for more information.

Library Chat on MyClasses Course Menu

The Library Chat feature on your course menu provides direct access to research librarians and other library staff right in your MyClasses course. This is the same chat feature you'll find on the [library website](#), just in a more convenient location. Students and faculty can ask for help with research, get help finding books and articles, ask about library policies, and much more

[Home](#)

[Announcements](#)

[Library Chat](#)

*Stay Informed: Subscribe & use our [Youtube Channel](#) to learn more about
Panopto, Zoom, MyClasses and much more!*



INSTRUCTIONAL SOFTWARE

Zoom for Remote Virtual Instruction

In the Faculty Senate – COVID Instruction and Town Halls site in MyClasses, please review the Module about [Using Zoom for Instruction](#). In addition, all how-to articles related to Zoom are available under [the Technology Support Center Knowledgebase](#).

Reusing Panopto Recordings

When a course is copied that has embedded Panopto recordings in Pages, the new class should automatically obtain rights to those recordings. To verify permissions have been added:

1. In the Spring 2021 course, click Panopto Recordings.
2. From the Drop Down select the folder for the semester where the recordings were originally created.
3. Select Settings and then Share.
4. Review permission and look for the current semester group names.

Otherwise, faculty can follow the instructions in the Reusing Panopto Recordings in MyClasses article to provide permissions to students for the current semester.

New Integration with MyClasses: Office 365

The Office 365 Integration with MyClasses adds functionality in Assignments, Collaborations, Modules, Course Navigation and other areas within a course. The integration allows students and instructors to use, create, share and collaborate Office 365 files within MyClasses.

Once enabled, faculty can:

- Create a document, slide presentation, or spreadsheet in your OneDrive and share that document via a hyperlink or by adding the document as a Module item,
- Use the Collaborations to create group collaborations files, and
- Create assignments from document templates in your OneDrive.

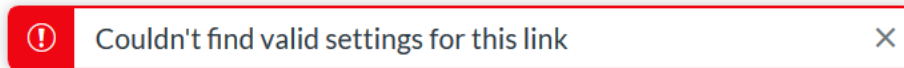
Students will be able to submit assignments directly from their OneDrive.

Review the ID&D guide about how to [enable Office 365 in your course](#). You can also read more about [how to add a OneDrive File to your course](#) by hyperlinking text while in Edit more, or by adding a file to a Module, [create collaborative files for group work](#), or provide a template for a student assignment by [creating an Office 365 Cloud Assignment](#).

Have you Updated your Turnitin Assignments for Spring 2021?

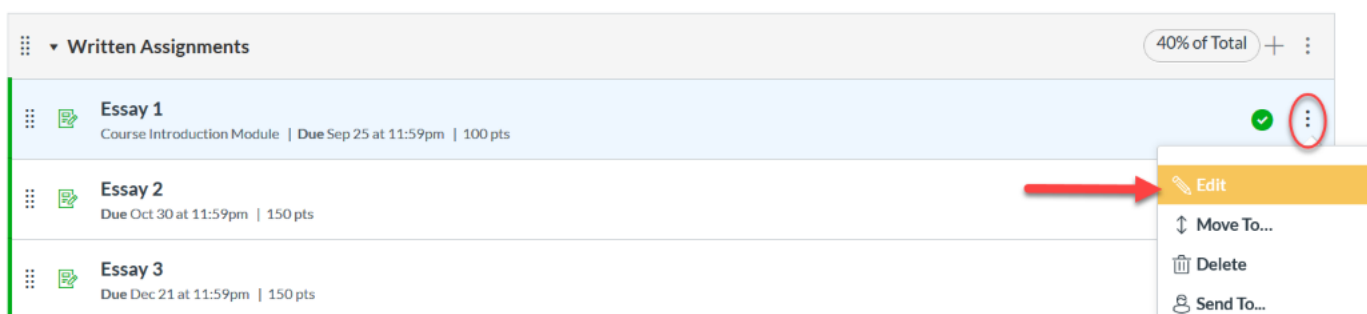
After two years of operating dual Turnitin integrations and requesting that faculty update assignments to the new Turnitin integration, ID&D removed the legacy Turnitin external tool from MyClasses on May 25, 2020 and is now using only the Turnitin Plagiarism Framework.

If you click on an old Turnitin assignment in your Spring 2021 course and you are redirected to the Home Page with the following error message:



This means your Turnitin assignment was never updated to the Turnitin Plagiarism Framework.

You can edit these assignments to update them to the new Turnitin integration by clicking the menu dots next to the assignment:



Then clicking More Options from the pop-up menu:

A screenshot of the "Edit Assignment" form. It has a title bar "Edit Assignment" with a close button. The form contains three input fields: "Name:" with the value "Essay 1", "Due:" with the value "Sep 25 at 11:59pm" and a calendar icon, and "Points:" with the value "100". Below these fields is a red arrow pointing to the "More Options" button. At the bottom of the form are three buttons: "More Options", "Cancel", and "Save".

Then under Submission Type, you can [update your assignment to the new Turnitin tool](#).

You can then [create any new Turnitin assignments](#) using the same integration.

Instructor Training: Lockdown Browser and Respondus Monitor

- How to use LockDown Browser and Respondus Monitor to protect integrity and ensure student identity
- The instructor and student perspective using each application
- How to analyze proctoring results, including a feature that ranks exam sessions by risk
- Best practices and tips for success with both applications



Jan 14, 19, 21, 27

[Register Now](#)

Recent MyClasses Updates

Additional reminders of changes to Canvas that you might not have noticed:

- **New and Updated Rich Content Editor** – When creating or editing Announcements, Assignments, Discussions, Pages or Quizzes, the Rich Content Editor (RCE) has a new look, but much of the functionality will remain the same. Please watch [ID&D's RCE video tip](#) to the 411 on how to use it effectively.
- **History Option on Global Navigation** – Want to quickly return to a Canvas site or course page? Use the History option on the left global navigation to view your recent Canvas course page views. Recent History displays up to three weeks of your Canvas course activity.
- **View Previously Deleted Global Announcements** – If you closed out a global announcement in MyClasses, you will be able to view current and previous announcements from the Global Navigation link from the User Navigation Menu.
- **Assignment Attempts** – When editing an assignment, you now have the option to allow unlimited attempts (the previous default for assignment submissions) or you can limit the amount of attempts a student can submit to a specific number.
- **Bulk Edit Assignment Dates** – From the Assignment Page, click on the three dots for a menu that includes the option to Edit Assignment Dates. From here you can edit all assignment due dates, available from dates and available until dates all from one area.

FACULTY DEVELOPMENT

2020-2021 Faculty Learning Communities

A *faculty learning community* (FLC) is a cross-disciplinary faculty and staff group of 8 to 12 members engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities that provide learning, development, interdisciplinary, the scholarship of teaching and learning, and community building. Consider joining one of the [2020-2021 FLCs](#).

Faculty Development Calendar

Stay informed and visit the [Faculty Development Calendar](#) for various events and opportunities by partners across the SU campus. Have an event you want added to the calendar, please [email Bailey Phillips](#) in ID&D.

Maryland Open Source Textbook 2021 OER Grant Program

The [Maryland Open Source Textbook](#) (M.O.S.T.) Initiative is pleased to announce a Request for Proposals for the 2021 OER Grant Program. For 2021, M.O.S.T. is seeking proposals for two grant programs:



Faculty OER Mini-Grant Program

The Faculty OER Mini-Grant Program supports faculty efforts to increase access, affordability, and achievement for students at Maryland's 2-year and 4-year public higher education institutions through the incorporation of open educational resources (OER) into teaching practice.

The 2021 M.O.S.T. faculty mini-grants are for those faculty interested in unique opportunities to engage in communities of practice related to teaching with OER, creation and publication of OER in high-need areas, and evaluation of OER use in relation to student success. Available grants for 2021:

- **Adopt/Adapt OER** (\$1,000 grant + Participation in the Lumen Circles Community of Practice);
- **Create/Revise and Publish OER** (\$2,000 grant + Participation in the Rebus Textbook Success Program); and
- **Evaluate OER** (\$3,000 grant + Dedicated Coaching)

[Access and Review Request for Proposals](#)

Institutional OER Grant Program

The Institutional OER Grant Program supports strategic institutional efforts to increase access, affordability, and achievement for students at Maryland's 2-year and 4-year public higher education institutions through more systemic incorporation of open educational resources (OER) into teaching practice.

For 2021, two or three institutions will be awarded \$20,000 grants to support significant advances in OER adoption, scaling, and sustainability in support of student success. In addition, grantees will receive strategic planning and implementation support for their projects from M.O.S.T. in the form of consultations and regular monthly check-ins. Institutions applying for these grants should be able to articulate a vision for how OER will help them achieve strategic goals and explain how the campus will nurture and sustain this next-level work after the funding period ends.

[Access and Review Request for Proposals](#)

All proposals must be submitted by 11:59 p.m. ET on Monday, March 1, 2021.

Informational Webinar

Join us on Wednesday, January 20, 2021 from 10:00 a.m. – 11:00 a.m. ET for an Informational Webinar to learn more about the grant requirements and expectations for successful grants. We will also answer any questions about the grants at that time. [Register for the Informational Webinar](#)