



## INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

*Supporting faculty in the creation and development of high-impact learning opportunities*



### Proctoring Finals

If you are planning to use an online final exam and wish to have it proctored, Examy's auto-proctoring is available for all in-person classes. Auto-proctoring uses an automated process to authenticate the tester and record the exam session. Any potential tester violation such as inappropriate sounds or talking or movement are flagged by the system. Faculty can track student test completion and will receive a Test Results reporting for each student the status of their exam. Faculty can review individual student sessions to confirm flagged sections. Recordings are kept for one month, with recordings that have red flags kept longer if requested.

You can get information on the [ITLE website](#). There is a [webinar recording](#) for instructors to view and an [Instructors' Guide](#) that will walk you through setting up the exam in Canvas that is proctored by Examy. In addition, there are [video](#) and [PDF](#) instructions for your students to help them complete their online final exam using Examy. We strongly encourage you to prepare a practice exam using Examy (directions are included in the webinar and the Instructors Guide) and require students to complete it at least a week before your exam to ensure that they have adequate Internet and technology to complete a proctored online exam successfully and for them to become more familiar with the set-up process. These steps will significantly reduce problems students typically encounter with auto-proctoring. Please allow for about 10-15 minutes for students to set up Examy. This will give them time address any unexpected technical issues. If students encounter technical problems they should work through Examy's Support team. That information is on the student's Canvas dashboard and is addressed in the video.

### Setting Up Exams with Examy

This webinar will cover the basics of connecting a course to Examyty, transferring the essential exam information so students can take the exam on Examyty, and adding accessibility exceptions.

Thursday, Nov. 19th from 2:00 to 3:00 pm.

[Register Here](#)



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## Featured Events

### Canvas Webinars for Fall 2020

ITLE is providing several Canvas-focused webinars to help faculty this semester. These sessions will be useful for instructors who are using online, face-to-face, hybrid or flexible course delivery models.

**Nov. 18, 9 a.m.** — Setting Up Your Course in Canvas

**Dec. 2, 9 a.m.** — Grades in Canvas: Sorting, Commenting, & Submitting to Banner

**Dec. 9, 9 a.m.** — Introduction to Canvas: Looking Ahead to Spring

### Early Career Faculty Support Program

ITLE has prepared a series of workshops and presentations to help new faculty. Sign up once and attend what you like. A reminder and attendance link will be sent for each event.

### [Downloadable PDF Agenda](#)

\*A *Microsoft Teams* webinar link will be emailed to each registered participant prior to the webinar.

[Register for Events Here](#)

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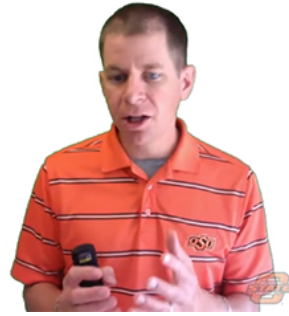
## Self-Paced Online Teaching Workshop

This self-paced online teaching workshop covers a variety of topics such as outcome-oriented course design, engaging online learners, creating an online activity and assessment plan and more. Whether you are new to online teaching or need a refresher, this course is designed to meet your needs in a flexible format. While working through modules in the workshop, participants will create an Online Learning Assessment Portfolio, which will be submitted to the instructor upon completion of the final module. After receiving your portfolio, the instructor will set up a time to discuss your experience in the workshop with a one-on-one video conference.

To sign up, contact Elaine Johns at [itleevents@okstate.edu](mailto:itleevents@okstate.edu). You will be asked to provide your CWID so we can add you to the course.

[Self-Paced Online Teaching Workshop Syllabus PDF](#)

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## Creating Online Quizzes in Canvas

Below is a list of the most useful tutorial videos for creating online exams using Canvas's classic Quizzes tool.

### Overview of Quizzes and Question Banks

[Watch the Video](#)

### Creating a Quiz

[Watch the Video](#)

### Randomizing Quiz Questions

[Watch the Video](#)

### Quiz Options

Part 1: [Watch the Video](#)

Part 2: [Watch the Video](#)

### Providing Students Extra Time or Attempts

[Watch the Video](#)

### Re-Grading a Quiz Question

[Watch the Video](#)

### Online Exam Proctoring with Examity

[Watch the Video](#)

More Quiz Related Tutorials

More Canvas Tips

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## Need Help with Your Course Design?

As you begin creating your upcoming courses, remember that ITLE teaching support specialists are happy to assist. Although we are not in our offices every day, we are still available to help with all aspects of online teaching. Contact us at [kdickey@okstate.edu](mailto:kdickey@okstate.edu), [gina.morris@okstate.edu](mailto:gina.morris@okstate.edu), or [simon.ringsmuth@okstate.edu](mailto:simon.ringsmuth@okstate.edu).

## Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.

Phone: (405) 744-1000

Email: [canvas@okstate.edu](mailto:canvas@okstate.edu)

## Shifting to Online Teaching

With a shift to teaching a course online, instructors need a plan to produce high-quality instruction. To accomplish this, it is helpful to think about key elements of learning as you prepare. For more information visit the [Teach Online Effectively](#) webpage.

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[Visit ITLE Website](#)

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[Events Calendar](#)

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